

Mission Needs Statement Instructional Template

Note to the Reader

You are encouraged to tailor the template and make additions or subtractions, as your professional judgement deems necessary. Through this activity, keep in mind that this document is central to a successful project and requires thoughtful deliberation, meaningful participation and careful documentation.

While using this template, please be aware that *plain italicized text* indicates instruction, direction, or a suggestion.

Mission Needs Statement For < Project Name >

This Mission Needs Statement (MNS) describes the required operational capabilities (mission or purpose) for <project name>. The MNS identifies major project objectives to which the need responds. If the MNS is carefully prepared to address the project's end result objectives, future decisions concerning milestones, high-level activities and evaluation pieces may be easier to finalize.

This document should be tailored to meet your project's specific requirements, but should follow the attached guidelines.

This MNS contains the following sections:

- 1) Background
- 2) Statement of Need
- 3) Major Project Objectives
- 4) Key Constraints (if applicable)
- 5) Duration of Project

Approval

I. BACKGROUND

In one or two paragraphs, the background section should familiarize the reader with the project's Department of Defense (DoD) background.

- *How was the project initiated? Was the project Congressionally mandated, approved by the TMA Executive Director, or proposed as an issue that needed to be addressed by way of program management techniques?*

Example:

Medical and Personnel leaders meeting at the 2 June 99 Medical/Personnel Issues Forum came to the consensus that the link between the Personnel and Medical communities (and systems) could be strengthened in a manner to provide better service and communication with the consumer. This project, earmarked by the TRICARE Program Executive Officer (PEO), will determine

a suitable methodology to facilitate the interface of the Personnel and Medical communities.

II. STATEMENT OF NEED

The statement of need should clearly explain the program's mission need and operational requirements (where necessary).

A. MAJOR PROJECT OBJECTIVES

This portion of the mission needs statement should establish the main focus of the IPT and clearly state the end vision without presupposing a specific solution.

- *What are the major objectives and desired outcomes of this IPT?*
- *What benefit or need will these objectives be satisfying?*

B. KEY CONSTRAINTS (optional)

This section describes any key boundaries or conditions related to the project that may impact satisfying its mission. It is important to identify potential problems that might impede the effectiveness or success of the project. For example:

The MCS contracts are being renewed in many of the regions. Any policy or requirements that are made within the course of the Enrollment IPT Charter must take this into consideration and evaluate the timing of the potential changes, weighing the benefits with the impact that it may have on the contracts that are currently in place at each of the regions.

C. DURATION

In one paragraph, briefly state how long the project will last. The proposed end date from the project charter should be included, as well as any exit criteria or major deliverables that would signify completion of this project.

III. APPROVALS

<hr/> Project Manager	Date
<hr/> Co/Deputy Project Manager (if applicable)	Date
<hr/> TRICARE Program Executive Officer	Date